

Safety Shoes and Eyeglasses Instructions

Those requiring Safety Shoes must complete an *ePro Requisition*. Select the catalog *Saf-Gard Safety Shoe Company* and purchase a *Safety Shoe Voucher*. Please print out the voucher and give it to Achim Franz (room 1-43, Ext. 4750) for signatures. The Safety Shoe Voucher must then be submitted to the Safety Shoes and Eyeglasses Office in Building 30.

Prescription Safety Glasses form can be pick up in room 2-183. The form must then be submitted to the safety glass representative in building 30.

Office hours are according to the following schedule and effective 11/18/14:

Shoes

Open Tuesday & Thursday ONLY

9AM to 12:30PM & 1:30PM to 4:30PM

(Closed for lunch 12:30 to 1:30)

CLOSED Monday, Wednesday & Friday

Glasses

Open Wednesday ONLY

9AM to 12:30PM & 1:30PM to 4:30PM

(Closed for lunch 12:30 to 1:30)

CLOSED Monday, Tuesday, Thursday & Friday

For more information, please go to <https://intranet.bnl.gov/safety/shoes-glasses.php>